

Name of the Faculty – Ms. Sapana  
 English & Communication Skills –I  
 (Common for all branches)  
 1<sup>st</sup> semester  
 Lesson Plan Duration: 20 weeks  
 Teaching Load: 02Theory & 02 Practical (per week)

Week	Lecture Day	Theory	Practical Day	Practical Topic
		Topic (Including Assignment Test)		Topic
1	1	Techniques of reading: Skimming and Scanning, Extensive and Intensive Reading	1	Reading Practice of lesson in the lab Activity classes.
	2	Life Sketch of Sir Mokshagundam Visvesvarayya,		Comprehension exercises of unseen passage along with the lessons prescribed.
				Vocabulary enrichment and grammar exercises based on the selected reading
2	1	Home Coming	2	Practices of comprehension passage
	2	Nouns		
3	1	Pronouns	3	Worksheet of Noun and Demonstration of Nouns with the help of students
	2	Significances, essentials and effectiveness of Written Communication		
4	1	Revision	4	Worksheet of Pronouns
	2	Revision		
5	1	1 <sup>ST</sup> Sessional Test	5	Comprehension Passages Related to Dr. Abdul Kalam
	2	Life Sketch of Dr. Abdul Kalam		
6	1	Concept and Process of Communication Process	6	Reading aloud Newspaper headlines and important articles
	2	Types of communication		
7	1	Barriers to Communication	7	Introducing oneself, others and leave-taking (talking about yourself)
	2	Articles		
8	1	Verbs (Main and Auxiliary)	8	Just a Minute (JAM) sessions, speaking extempore for one minute on given topics
	2	Speaking and Listening Skills		
		2 <sup>nd</sup> Sessional Test		2 <sup>nd</sup> Sessional Test
9	1	Narayan Murthy Speech at LBSNA	9	Just a Minute (JAM) sessions, speaking extempore for one minute on given topics
	2	Narayan Murthy Speech at LBSNA		
10	1	Tenses	10	Situational Conversation

	2	Tenses		
11	1	Notice Writing	11	Offering-Responding to offers
	2	Notice Writing		
12	1	Official Letters and E- mails	12	Apologizing & Forgiving
	2	Official Letters and E-mails		
		3 <sup>rd</sup> Sessional Test		3 <sup>rd</sup> Sessional Test
13	1	Frequently-used Abbreviations used in Letter- Writing	13	Complaining
	2	Paragraph Writing		
14	1	Paragraph Writing	14	Talking ABOUT likes and dislikes, Self - introduction Mock
	2	Netiquettes		
15	1	Revision	15	Practices of Paragraph Writing, E-mail
	2	Revision		Revision
16	1	Revision	16	Revision
	2	Revision		Revision